Job Title: Volunteer and Wellness Coordinator

Department: Human Resources

Immediate

Supervisor: Total Compensation Administrator

Origination Date:	10/26/2006
Revision Date:	10/14/2013
Job Grade	806
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Manages, organizes, coordinates, and implements the operations of the City's Volunteer and Wellness Programs. The Volunteer Coordinator recruits citizen volunteers to work in City departments, on city-sponsored programs and events, and on city-sponsored community volunteer projects. providing operational and administrative support. Recruits volunteers for city-sponsored programs and special one-day events, such as Holly Jolly, GAIN, and 4th of July. Coordinates and evaluates city-sponsored community volunteer projects, as assigned, and serves as the City's liaison between community volunteers, volunteer agencies and sources, City departments, and City management. Coordinates the city-wide wellness initiatives.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Manages and evaluates city-sponsored community volunteer projects. Schedules, attends, leads, and makes presentations at meetings of residents. Recruits citizen volunteers for neighborhood projects and supervises volunteer effort. Develops and implements project time-lines, budgets and seeks sponsorships. Manages and directly supervises large groups of volunteers with varying skill levels in the field. Develops printed materials and evaluations. Coordinates project debrief process.
2	L	Implements the operations of the City's Volunteer Program. Recruits volunteers to provide operational and administrative support to City departments and for City sponsored programs such as July 4th, GAIN, and others. Develops and maintains database of information on volunteer sources, volunteer skills and performance, and potential volunteer assignments. Develops volunteer outreach, selection, placement, retention, and reward programs and procedures. Conducts site visits to determine feasibility of potential community volunteer projects. Screens and assesses community agencies and outside volunteer organizations to match their skill and training to ensure proper match with community volunteer projects.
3	S	Makes policy recommendations to the Organizational Strategy Manager. Manages the development and recommends goals and objectives, policies and procedures for the City's Volunteer Program. Researches, evaluates, and recommends new community volunteer work opportunities.

	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Develops brochures and literature for volunteer programs. Promotes the volunteer program to internal and external customers through brochures, flyers, and literature distributed.
5	S	Analyzes, interprets, and prepares reports and program information. Tracks program success and reports outcomes and savings. Develops programming budget for volunteer projects. Prepares weekly, monthly, and annual program reports as required.
6	S	Designs, coordinates, presents and/or assists in City-wide wellness initiatives. Examples of previous initiatives have been the weight loss challenge, walk for life program, annual flu vaccinations, mammograms, prostate exams, smoking cessation, and other educational and functional programs associated with improving employees' health.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read, analyze, and interpret general business periodicals, professional journals, and technical procedures of governmental regulations.
Math	Work requires the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Writing	Work requires the ability to write reports, business correspondence, and procedural manuals; and develop brochures and materials for public distribution.
Managerial	Semi-complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy / Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	High - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F □ C	 ☑ Making presentations ☑ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☐ File drawers ☑ Equipment ☑ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	 ☑ Computer keyboard ☑ Telephone keypad ☐ Calculator ☐ Calibrating equipment 	Climbing	□ N □ R ⊠ O □ F □ C	
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	Supplies □ Equipment □ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings □ Driving	Bending	□ N ⊠ R □ O □ F □ C	 ☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R ☑ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N ⊠ R □ O □ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continued)								
Machines, Tools, Equipment and Work Aids:								
Copy Machines, Fax Machine, General								
Copy Machines, Fax Machine, General	Office Supplies	, r miter.						
Computer Equipment and S	Software:							
Personal computer, Standard Microsoft	t Windows, Offic	ce software, and	d internet, Lotu	s Notes.				
E								
Environmental Factors: Environmental Conditi	one	Never	Seasonally	Several T	imas	Several Ti	mac	Daily
Environmental Conditi	Olis	TYCYCI	Scasonarry	Per Mo		Per Wee		Dairy
Extreme temperature								
(heat, cold, extreme temp. changes f work)	rom outside		[
Wetness and/or humidity			\boxtimes					
(bodily discomfort from moisture)			<u> </u>					
Respiratory hazards (fumes, gases, chemicals, dust and d	lirt)	X						
Noise and vibration		×						П
(sufficient to cause hearing loss)			Ш			Ш		Ш
Physical hazards (high voltage, dangerous machinery, aggressive		\boxtimes						
prisoners, patients – <u>not customers</u>)	, aggressive							
II14h J C-6-4 C J-4								
Health and Safety Condition Health and Safety Conditions	N = Never	R = Rarel	v 0 - 00	casionally	E -	Frequently	C -	Constantly
Health and Safety Conditions	Never	Less than	•	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we		e time		the time		the time
Mechanical hazards	×	Î						
Chemical hazards	X							
Electrical hazards	X			<u> </u>				
Fire hazards	X X							
Explosives Communicable diseases				<u></u>				
Physical danger or abuse	Communicable diseases							
Other (specify)						-		
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify) ————————————————————————————————————	od Centers							
Protective Equipment Requ N/A	ired:							

Job Demands

Overall Strength Demands:

Overall Strength Demands				
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.				
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

Page 7

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and i demands of this job.	ts attachments and find it to be an accu	rate description of the
	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
Comments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.